



STATE OF DELAWARE
GOVERNOR'S COUNCIL ON EQUAL EMPLOYMENT OPPORTUNITY

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MEETING MINUTES

MEETING DATE AND TIME:	Thursday, February 21, 2013 @ 9:30 a.m.
PLACE:	Haslet Armory Building, Second Floor Conference Room 219, 122 Martin Luther King Jr. Blvd. South, Dover, Delaware 19901
MINUTES APPROVED:	Approved

MEMBERS PRESENT:

James Collins, Council Chairman
Brenda Lakeman, Ex-Officio Member
Peter Schott, Council Member
Wallace Dixon, Council Member
Deborah Gottschalk, Council Member
Gail Launay, Council Member
Jim Welch, Council Member
Terry Yancey-Bragg, Ed. D., Council Member
Bernice Edwards, Council Member

STAFF PRESENT:

Cynthia Fairwell, Advisor on Disability
Romona Fullman, Director of Human Relations Commission
Denise Robbins, Council Staff
Sandy Reyes, Council Staff
Jane Hahn, Statewide Recruiter

PUBLIC PRESENT:

Ken Dryden, Minority Workforce Development Coalition
Rhonda Davis, Delaware State Police
Captain Alice Bailey, Delaware State Police

Major Melissa Zebley, Delaware State Police
Lieutenant Joshua Bushweller, Delaware State Police
Major John Evans, Delaware State Police
Colonel Nathaniel McQueen, Delaware State Police
Secretary Lewis D. Schiliro, Safety and Homeland Security
Joseph Swiski, Safety and Homeland Security
Dee Rivard, Safety and Homeland Security
Kimberly Chandler, Safety and Homeland Security

1.0 Call to Order

Mr. Collins called the meeting to order at 9:35 a.m. and expressed his appreciation to the Council members for their attendance. Shortly thereafter, Mr. Collins welcomed the Department of Safety and Homeland Security and Delaware State Police (DSHS/DSP) to the meeting and explained the review process.

1.1 Review and Approval of January Minutes

Deferred until March meeting.

2.0 New Business

2.1 Delaware State Police Presentation

Mr. Collins asked the Council members to introduce themselves, followed by DSHS/DSP introduction of their leadership team. Mr. Collins then opened the floor to Secretary Schirillo who began his presentation by reaffirming his commitment to Executive Order 8. He explained the importance of trust within his department specifically in the areas of hiring and promotion practices. Secretary Schirillo turned the floor over to Colonel McQueen who welcomed his staff and also reaffirmed his commitment to equal employment and diversity initiatives within DSP.

Captain Bailey provided a presentation on the following areas:

FY11 Council feedback – under-representation is still a concern and DSP believes criminal background plays a major role. However, efforts are being made in the following areas of recruitment to address under-representation.

- Working with Statewide Recruiter on a formal recruitment plan as well as posting vacant positions on DEL website.
- Changed recruiting model which added two full-time recruiters. The recruiters work hard to provide excellent customer service and add a personal touch to the hiring process. Ms. Yancey-Bragg asked if the recruiters were focusing on specific areas of under-representation and Captain Bailey replied yes. Recruiters maintain a spreadsheet to track attendance and target audience.
- Surveying applicants prior to written test to establish how the applicant learned about the job which helps recruiters target specific areas. The website is the

largest recruiting tool but DSP realizes that their own personnel need to reach out more to the community.

- Increased Sussex County outreach and are building relationships which will be long-term result driven.
- Increased youth outreach through explorer posts, trooper youth week, role modeling, cadet program, high school visits and public events. Two recent cadets (minorities from Sussex) were hired and started in the explorer post program.
- Increased college efforts through virtual study groups, academy training, mock interviews and internship placements.
- Length of Application process (9 months) is still a concern. DSP receives approximately 800 to 1,000 applicants and only 2-5% are hired in a cycle. Mr. Schott raised concerns with the length of process and wanted to know how it compared to other law enforcement agencies. Captain Bailey stated their process doesn't take any longer than most other police agencies and they really try to add a personal touch by regularly keeping in touch so the applicants know where they stand in the process. Ms. Yancey-Bragg wanted to know if an analysis has been done around each phase of the hiring process to look at minority representation and to determine in which phase they fall out of the process and do they benchmark with other states. Captain Bailey explained that statistically 50% of applicants don't complete the written test and statistics are even across all races. The same is true with the physical agility test. DSP has not compared those statistics to other states but are looking at demographics to stay in alignment. They look at geographic location, gender, race and level of position for the oral board stage. In addition, DSP believes the root cause of under-representation still remains in the initial applicant pool. Lt. Bushweller explained that statistically they are seeing a much more diverse pool of applicants and a better result of diverse candidates being successful and being selected. Our challenge is to get more diverse candidates to apply up front in the process. Mr. Collins asked if they were doing any special recruiting for veterans. Captain Bailey stated they are advertising and visiting military bases as well as working with local bases through the transition programs. They have also trained all troop commanders and section chiefs on the Uniformed Services Employment and Reemployment Rights Act (USERRA).

DSP Diversity Committee has developed a webpage which includes a diversity calendar and an anonymous tips/suggestions link. The committee also attended Holocaust training and will be working with Armers Moncure to train all staff on unconscious bias.

DSP offered best practices in the areas of trooper and civilian forums, leadership programs, peer support and debriefing in accordance with International Critical Incident Stress Foundation Model. They also offer in person exit interviews to all separating employees and have a 50% response rate.

For 2012, DSP is focusing on virtual study for Sergeant candidates which allows them to take practice tests and participate in discussion boards.

Mr. Collins thanked Captain Bailey for her presentation and stated he learned new things about their hiring process. He would like to know if DSP has any thoughts on how to increase diversity in their applicant pool. Captain Bailey believes the SEED program will help the applicant pool which is still relatively new and partnerships are still fairly new. May need to build on youth programs. Mr. Collins encouraged them to also focus on the military and thought starting with the Dover Air force Base would be ideal.

Council members stated DSP should continue to market their agency, increase outreach to the community and possibly re-brand to help market their agency and enhance their image. Ms. Launay would like more information on career development and mentoring of current employees as well as communication to increase diversity of promotions. Ms. Yancey-Bragg wanted to know if they were surveying employees on work climate. Ms. Davis responded the diversity committee completed a survey 2 years ago and would share the results and action plan with the council.

Colonel McQueen stated his vision was to get back into the community as they are the number one priority but reminded the Council that comes at a cost and that the minority community still has perceptions to overcome. DSP is still building relationships. Violent crime is key and safe communities build strong communities.

After consultation with Secretary Schiliro, Mr. Collins informed the group that the review for DSHS and DSP would be continued at a later date due to the need for additional time.

Department of Safety and Homeland Security

Presentation tabled until March meeting.

3.0 Old Business

This item was tabled until the next meeting.

3.1 Other Business Before the Board

Mr. Collins asked Council members to think about the presentation from DSP and to provide follow-up questions that should be asked of the agency when they return in March. These questions should be sent to Ms. Reyes by March 1st.

4.0 Public Comment

Mr. Dryden stated he has reviewed agency reports, annual recommendations to the Governor as well as Executive Order 8 and is not sure how far the jurisdiction for the Council extends but feels there needs to be more accountability for agencies. He doesn't see change happening through the statistics and looks forward to presenting his comments to the Council on March 21st.

Mr. Collins thanked Mr. Dryden for attending and providing feedback. He stated the Council's jurisdiction is outlined in Executive Order 8 which provides the authority to request the annual report from agencies, formally review agencies annually, make global recommendations through Office of Management and Budget as well as the Governor.

4.1 Next meeting

The next meeting is scheduled for March 21, 2013 at 9:30 a.m. Room 219.

5.0 Adjournment

Mr. Schott made a motion, seconded by Mr. Welch, to adjourn the meeting. The motion was unanimously carried with the adjournment at 12:21 p.m.

Respectfully submitted,
Denise Robbins